

Minutes of Regular North Peace Leisure Pool Commission Meeting



Date: January 12 th , 2016	City of Fort St. John - Central Filing (Administration) File Code: <u>0360-2a</u> Date: <u>Apr 25/16</u> Official Copy Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Electronic Copy Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> DO NOT REMOVE ORIGINAL FILE FROM VAULT PHOTOCOPY OR SCAN ORIGINAL IF REQUIRED
Time: 10:00 am – 11:00 am	
Place: Pool Meeting Room, North Peace Leisure Pool, Fort St. John, BC	
Chair: Commissioner Bruce Christensen, Councillor, City of Fort St. John	
Present:	
Commissioner Karen Goodings, Director, Area B, PRRD	
Commissioner Brad Sperling, Director Area C, PRRD	
Commissioner Willi Couch, Alternate for Director Sperling, PRRD	
Ross deBoer, Director of Recreation & Leisure Services, City of Fort St. John	
Bryna Casey, Parks and Rural Recreation Coordinator, PRRD	
Kim Frech, Chief Financial Officer, PRRD	
Karin Carlson, Pool Manager, City of Fort St. John	
Robin Langille, Facilities Manager, City of Fort St. John	
Maxine Blennerhassett, Recording Secretary, City of Fort St. John	
Absent:	
Commissioner Arlene Boon, Alternate Director, Area B, PRRD	
Commissioner Gord Klassen, Councillor, City of Fort St. John	
Trish Morgan, Manager of Community Services, PRRD	
Mike Roy, Director of Finance, City of Fort St. John	
Craig Stanley, Director of Facilities & Grounds, City of Fort St. John	

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| 1. Call Meeting to Order:
The meeting was called to order at 10:02 a.m. and the Director of Recreation and Leisure Services reintroduced previous pool manager Karin Carlson who will be helping in the role until a new candidate has been selected. | Action |
| 2. Additions to the Agenda:
None. | Action |
| 3. Adoption of the Agenda:
Resolution No.01/16
MOVED by Commissioner Goodings SECONDED by Commissioner Couch
<i>"THAT, the agenda be adopted as presented."</i>
CARRIED | Action |
| 4. Adoption of the Minutes:
Resolution No.02/16
MOVED by Commissioner Couch SECONDED by Commissioner Sperling
<i>"THAT, the minutes of the North Peace Leisure Pool Committee Meeting of December 8th, 2015 be accepted as presented."</i>
CARRIED | Action |
| 5. Business Arising from the Minutes:
At a previous Pool Commission meeting, the Pool Manager was asked to look into having the Senior's Swim and Tea event advertised in the local free newspaper, and there has been no update on status of this request. | Action
Pool Manager – Look into advertising for Senior's Swim and Tea. |
| 6. Delegation:
None. | Action |
| 7. Old Business:
a) Building Envelope Repair Plan Update: <ul style="list-style-type: none"> • The Director of Facilities and Grounds was absent; | Action |

- The Director of Recreation and Leisure Services gave a brief update on the current status of the building envelope repair and its progress;
 - The schematic design document for the upper wall cladding replacement has been received;
 - Currently undergoing review of the design and will give feedback to Morrison Herschfield;
 - The timeline and plan for the repair is as follows:
 - Finalize scope of work and set construction schedule – early February;
 - Finalize tender documents – mid-February;
 - Pre-qualify contractors – early March;
 - Tender to be released – March;
 - Award contract – early April;
 - Once the scope of work has been created, the level of disruption to operations can be established and an operational and communications plan will follow;
 - It is undetermined whether phasing is required yet;

b) Cold Temperatures in the Family Room & Change Room Areas:

- At the June 2, 2015 Pool Commission meeting, Staff was directed to investigate options to address the cold temperatures in the family area;
- After exploring the potential options, the Commission decided to wait until building envelope repairs had been completed as these repairs might have an impact on overall temperatures and might offer remedy to the issue;
- However, cold temperatures continue to be an issue for patrons and Commissioner Couch requested that the Commission revisits the options;
- The Facilities Manager stated that staff have recently discovered that air handler number two, which heats the hallway, was not installed correctly and needed to be repaired;
- As such, a number of new parts were installed on the air handler and consequently the temperature has improved in the change room areas, with temperatures varying from 23 – 20 degrees Celsius;
- Air flow from the front door still causes cold temperatures in the family room area in the hallway, particularly when outside temperatures are low;
- The Commission discussed several options for addressing the issue including the possibility of adding heaters into the area or adding a glass door to the entryway area of the family room hallway.

Facilities Manager
- Obtain quotes for heaters and new doors to present at the next meeting;

8. New Business:

a) Approve and Ratify 2016 Budget:

- Kim Frech, Chief Financial Officer, PRRD, presented the Peace River Regional District 2016 Financial Plan for review and discussion by the Commission;
 - The Chief Financial Officer noted that this is a draft document as year-end numbers are still coming in, will review prior to finalizing;
 - The tax rate will be approximately 29.8 cents, which falls below the Commission's ceiling tax rate of 31.0 cents;
 - The staffing requests brought forward at the previous meeting have been included in the operating budget and do not negatively impact the tax rate or transfer to reserve amount, therefore the position allocation requests are approved;
 - Approximately \$1M will be transferred into reserve;
 - The Pool Manager stated industry experts estimated that the life expectancy of the NPLP is approximately 2025, therefore a healthy reserve amount will be an important piece for a new facility;

Resolution No.03/16

MOVED by Commissioner Klassen

SECONDED by Commissioner Sperling

“THAT, the North Peace Leisure Pool Commission approves the 2016 Budget, with the inclusion of \$960,000 capital and approximately \$1M into capital/building reserves, to be forwarded for inclusion into the Peace River Regional District 2016 Financial Plan.”

CARRIED

Action

